



Western Regional Center

National Oceanic & Atmospheric Administration
U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - November 2011

Two Weeks!!! Unified Messaging Service - Google Apps for Government

NOAA Moves to Google

Minimum change.
Maximum opportunity.



Your Email.
Your Way.



Your Documents.
Wherever You Are.



Your Schedule.
Integrated.



Your BlackBerry.
In Sync.



<https://sites.google.com/a/noaa.gov/noaa-ums/>

NOAA Moves to Google

Minimum change.
Maximum opportunity.

12/12/11

Go-Live!



<https://sites.google.com/a/noaa.gov/noaa-ums/>

- We are about two weeks away from moving to the new Google email system. All NOAA employees will be using Google Email starting mid-December. The Enterprise Messaging group has already started moving the bulk of our email to the Google servers. See last month's Tech Tips for help on how to find Large and Old email that can be cleaned up.

- **Cleaning Up Email** on both your user account and personal storage account.
- Delete unnecessary email
- Purge deleted mail
- Save large attachments to your U: drive and delete the message from mail. Messages **larger than 25MB will not migrate** to Google.
- **UMS Project Website:** Announcements, Schedules, Training, FAQ's, Discussion Forums and "Ask New Questions". SST encourages everyone to check out the website periodically
<https://sites.google.com/a/noaa.gov/noaa-ums/>

If you have any questions, please call the Computer Helpdesk at 6377.

November Tech Tips

- **Preparing for Windows 7 and Office 2010**

The OCIO office completed testing for Windows 7 and Office 2010. We will be upgrading to Windows 7 next year. Some divisions have started receiving new computers and they will be set up with Windows 7 and Office 2010.

Below are links to help you become familiar with Windows 7. Also, the Commerce Learning Center offers Office Suite training as well. For CLC training, go to <https://doc.learn.com/noaa>

Windows 7 features can be found at the following site:

<http://windows.microsoft.com/en-US/windows7/products/features>

Getting started with Windows 7 is a good place to start. Click on the link below:

<http://windows.microsoft.com/en-US/windows7/help/getting-started>

If you have any questions, please call the Computer Helpdesk at 6377.
Previous Tech Tips located at www.wrc.noaa.gov/systems/techtips.htm